

DATE:

TO: Diane J. Frasier, HCA and Director, Office of Acquisition Management and Policy, OA

FROM: Chief, Contracts Management Branch,
CMB/NIPA/NIH

SUBJECT: Determination of Course Equivalency for John F. Doe

I request your determination of "Basic Project Officer" course equivalency, per HHSAR 307.170(c), for the referenced NIPA employee.

In your determination, please consider the attached Certificate of Training awarded for completion of the Contracting Officer's Technical Representative training course from the Federal Office of Administration. Currently serving as a Program Official with NIPA's Intensive Research Branch, Dr. Doe's duties as a NIPA Project Officer will involve oversight of several research contracts.

Dr. Doe's experience includes X years as a Project Officer. With the FOA, he was responsible for ().

The NIPA Contracts Management Branch considers Dr. Doe as having proper training and possessing sufficient knowledge of contracting principles to ensure proper program management in contract planning and administration.

Please advise the NIPA CMB of your determination at your earliest convenience.

(signed)
Branch Chief

Determination: () Dr. Doe **has** satisfied the "Basic Project Officer" course requirement through an equivalent course.

 () Dr. Doe **has not** satisfied the "Basic Project Officer course requirement through an equivalent course.

COMMENTS:

Head of the Contracting Activity

Attachment